

**North Cumberland Fire District  
Board of Trustees  
Minutes of September 21, 2011 Meeting**

**Present: Phillip Koutsogiane, Chairman Others: Ghislaine Therien,  
Clerk**

**Paul Lindquist     Robert Murray, Treasurer  
John Patrick McCoy     Martin Klara, Tax Collector  
Matthew Gannon     Chief Brian Jackvony  
Brian Campbell  
Michael Spaziani     Absent:  
Harry MacDonald**

**OPENING**

**Chairman called to order the regular meeting of the North Cumberland Fire District (NCFD) at 7:02 p.m.**

**CLERK'S REPORT- August 2011 Meeting**

**Motion made by Mr. Gannon and seconded by Mr. Lindquist to accept the Minutes as presented. Motion carried by all present.**

**CORRESPONDENCE**

**Chairman read into the record correspondence from the Wallum Lake Fire Department thanking the North Cumberland Fire District for their donation of surplus equipment.**

## **TAX COLLECTOR'S REPORT**

„X Mr. Klara submitted his report for August 2011. Taxes collected totaled \$90,985.00.

„X Fees collected \$125.00.

„X Monies retained by Attorney Baker \$650.00.

„X Returned checks \$1,322.09.

„X Resident mailed in cash for tax payment but amount in envelope was \$240 short of what resident stated was in the envelope for payment. Will follow-up by mailing bill for difference. Board may want to establish policy regarding payment of taxes in cash. Mr. Klara stated he always gives a receipt for payments.

Motion made by Mr. Spaziani and seconded by Mr. McCoy to accept the Tax Collector's report as presented. Motion carried by all present.

## **CHIEF'S REPORT/MONTHLY EXPENDITURES**

Chief Jackvony submitted his monthly report for August 2011 and highlighted the following:

### **Emergency Calls:**

„X The North Cumberland Fire Department responded to 160 incidents in the month of August. This represents 27 (6%) more than the same month in 2010.

„X 1 brush fire/3 structure fires/2 evacuations

### **Personnel/Equipment:**

**„X Conducted training with foam trailer/Massachusetts mutual aid departments**

**„X Walk through of target hazards in the area**

**„X Secured station and equipment for hurricane**

### **Buildings/Grounds:**

**„X Conducted hose testing -Some of the hoses did not pass testing and need to be replaced.**

### **Equipment:**

**„X Gas meters calibrated by Apollo Safety per contract agreement**

**„X Engine 5 to C&S for preventive maintenance**

**„X Three helmets ordered for new call firefighters.**

**Motion made by Mr. Lindquist and seconded by Mr. Campbell to accept the Chief's report as presented. Motion carried by all present.**

## **COMMITTEE REPORTS**

### **Financial Management, Budget, Taxes:**

**„X Nothing to report**

### **Apparatus/Buildings/Grounds**

**„X Nothing to report**

## **Personnel/Labor Relations**

**„X Nothing to report**

## **Negotiations**

**„X Nothing to report.**

## **Labor Management**

**„X Nothing to report.**

## **Consolidation**

**„X Will report under Old Business**

## **TREASURER'S REPORT ıV August 2011**

**Mr. Murray submitted his report and highlighted the following:**

**fæ NCFD Payroll and Overtime**

**„X August payroll was \$63,605.72; Overtime was \$17,411.59 vs.\$20,540.78 LY. YTD OT is \$35,042.97.**

**„X Percent of total expenses through August: 5.47%**

**fæ Month of August 2011 P/L**

**Income/Revenue:**

**„X \$90,985.00 YTD collected**

**„X Interest income \$384.33**

**„X Various Fees \$6,486.00**

## **Expenses:**

**„X Total expenses \$133,371.11**  
**„X Expenses in excess of revenue \$35,515.78**  
**„X BC/BS \$18,571.50**  
**„X Total expenses YTD \$322,562.96**

## **August 2011 YTD Profit and Loss**

**„X Total Savings/Cash \$300,576.69**  
**„X Taxes Receivable \$2,012,515.65**  
**„X Accrued Expenses \$21,280.15**  
**„X Lease Obligation \$332,358.65**  
**„X Long Term Liabilities \$34,521.97**  
**„X Total Liability & Equity \$3,772,994.17**

**Motion made by Mr. McCoy and seconded by Mr. Campbell to accept the Treasurer's report as presented. Motion carried by all present.**

## **OLD BUSINESS**

### **Boiler Replacement**

**Contract for boiler replacement will be awarded to T.J. Malloy - \$13,331. They presented 3 options. Board will go with Option #1 which is the most expensive but most efficient for heat and hot water.**

**There will no longer be a need for the rental of the hot water tank. NCFD is receiving a CDBG grant in the amount of \$12,000 and will be responsible for the balance. The existing boiler is 25 years old and the new one has a lifespan of 12-18 years.**

**Motion made by Mr. Lindquist to award the contract for the next boiler to T.J. Malloy & Sons with the condition that all labor and materials are included in the bid amount and a CDBG application be submitted for \$12,000.00. Motion seconded by Mr. Gannon. Motion carried by all present.**

### **Update of Sharing Services with Valley Falls Fire District**

**The consolidation and sharing of services committee met on 9/19/11. The Chief's position is being shared and there is a need to formalize a working document. The North Cumberland District is paying the Valley Falls District approximately \$35,000 per year for the Chief's services. Perhaps the district should cease paying monthly payroll to Valley Falls regarding the Fire Marshall position. Valley Falls has not finalized their union contract but are meeting within the next couple of weeks. Mr. Lindquist stated a meeting was supposed to take place in June 2011 regarding sharing of the Chief's position but that did not happen.**

**Motion made by Mr. Spaziani that effective immediately, the North Cumberland Fire District would cease payment to the Valley Falls Fire District for the sharing of services of the Fire Chief's position until a Memorandum of Understanding is signed by all parties to incorporate the sharing of the Chief and Fire Inspector between districts. The sharing of the Chief's position shall continue between the two districts and the North Cumberland Fire Inspector shall be used in the**

**Valley Falls District as needed at the discretion of the Chief.**

**Motion seconded by Mr. McCoy. Motion carried by all present.**

### **Tax Cap**

**Motion made by Mr. McCoy to table the discussion to the October meeting. Motion seconded by Mr. Lindquist. Motion carried by all present.**

### **Trustee Replacement**

**One letter of interest with resume was received from Duane Guenard regarding the Trustee vacancy. Chairman stated he had spoken to some residents but no one had replied to him if they were interested.**

**Mr. Guenard addressed the Board and gave a short background history. He is very interested in serving the community and welcomes the position. He knew of the vacancy three weeks ago and that is why he submitted his resume iV the position was not advertised. Mr. Mc Coy stated Mr. Guenard had a strong resume.**

**Motion made by Mr. McCoy to continue filling the Trustee vacancy until the October agenda to afford time for additional resumes to be received. Motion seconded by Mr. Spaziani. Motion carried with Mr. Gannon opposed.**

### **Website**

**Duane Guenard will meet with Mr. Bernardo to develop a site link.**

## **NEW BUSINESS**

### **Vice Chairman**

**Chairman on occasion has discussions with the Fire Chief. If he is not available Vice Chairman could conduct business. According to the By Laws, a Vice Chairman position is allowed and the Board can designate the position. Mr. Spaziani accepted appointment to the Vice Chairman position.**

**Motion made by Mr. McCoy that Mr. Spaziani would be available if the Chairman was not available to attend to certain matters. Motion seconded by Mr. Gannon. Motion carried by all present.**

### **Fire Services Consolidation**

**Presentation to Board by Mr. Jacobs and Chief Michael Mansfield**

**Mr. Jacobs addressed the Board stating they have been hired by Mayor McKee to do a study regarding consolidation of the fire departments. He has 30+ years experience in local government and 13 years as a management consultant.**

**Chief Mansfield has 31+ years experience; has a background in special ops; supervised 3 stations with 70 members; runs EMS.**

**Mr. Jacobs will make a presentation to Mayor McKee ways to do an in-depth cultural study of both districts. He will prepare a findings**



**report and mission statement; develop recommendations**

**PUBLIC COMMENT**

**„X None**

**Executive Session per R.I.G.L. 42-46-5(a) (2)**

**„X None**

**Adjournment**

**Motion made by Mr. Spaziani and seconded by Mr. Lindquist to adjourn the meeting. Motion carried by all present. Meeting adjourned at 9:33 p.m.**

**Respectfully submitted,**

**Ghislaine D. Therien**

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**Clerk**